FREEDOM OF INFORMATION ACT ANNUAL REPORT

FOIA Data Submission Form for Treasury Bureaus
Fiscal Year 2001
(Oct. 1, 2000-Sept. 30, 2001)

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Note: Bureau reporting begins at item II-B. Those sections marked "Not for bureaus" will be answered by the Departmental Disclosure Office in the combined report.
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I. and II-A. (Not for bureaus.)

II.B. Brief Description of your bureau's response-time ranges.

[A narrative statement of the time ranges that are reported at section VII, below.]

C. Brief description why some requests are not granted.
[A short summary of the data that is reported at section V-B. SAMPLE: The most common reasons why requests for records could not be granted are (1) they are statutorily exempt under 26 USC 6103(a), and (2) the records no longer exist.]

III. Definition of terms and acronyms used in this report.
   A. List your agency-specific acronyms or terms.
   B. Basic Terms (This has already been done by Department of Justice. See
      http://www.usdoj.gov/oip/foia_updates/Vol_XVIII_3/page2.htm)

IV. Exemption 3 Statutes.
    A. List of Exemption 3 statutes relied on by agency during fiscal year.
       1. Brief description of type(s) of information withheld under each statute.
       2. Statement of whether a court has upheld the use of each statute. If so, then cite example.   [SAMPLE: 31 U.S.C. 5319: Bank Secrecy Act records; *Small v. IRS,* 820 F.Supp. 163 (D.N.J. 1992*)* **or** "Not decided by the courts at this time."   List here or provide on separate sheet.]

V. FOIA/PA Access Requests. Include all access requests, whether first-party or third-party.

    A. Number of initial requests. Total of the numbers in lines 1 and 2, minus the number in line 3, should equal the number in line 4.

1. Number of requests pending as of end of preceding fiscal year: __9___

2. Number of requests received during current fiscal year: ___194_

3. Number of requests processed during current fiscal year: __193__

4. Number of requests pending as of end of current fiscal year: __10___
   (Enter this number also in line VII. B. 1.)

B. Disposition of initial requests.

1. Total grants: _70_

2. Partial grants: _60_

3. Denials: _8__

   a. Number of times each FOIA exemption used (counting each exemption once per request):

   (b)(1) __0___   (b)(6) __31___   (b)(7)(E) _1___

   (b)(2) _2___   (b)(7)(A) _0___   (b)(7)(F) _1___

   (b)(3) __0___   (b)(7)(B) _0___   (b)(8) _1____

   (b)(4) __10__   (b)(7)(C) _0___   (b)(9) _0____

   (b)(5) __13__   (b)(7)(D) _0___

4. Other reasons for nondisclosure (total): _55____

   a. no records _25___
   b. referrals _1____
   c. withdrawn __11___
   d. fee-related __16___
   e. records not reasonably described __0___
   f. not a proper FOIA request for some other reason _0____
   g. not an agency record __0___
   h. duplicate request _2___
   i. other (specify) _0___

VI. Appeals of initial denials of FOIA/PA requests. Again, include all access requests, whether first-party or third-party.

A. Number of appeals.

1. Number of appeals received during fiscal year: _11_____

2. Number of appeals processed during fiscal year: _11_____

B. Disposition of appeals.

1. Number completely upheld: _10____

2. Number partially reversed: _1___

3. Number completely reversed: _0____

a. number of times each FOIA exemption used (counting each exemption once per appeal):

(b)(1) _0____   (b)(6) _1_____   (b)(7)(E) _1___

(b)(2) _2___   (b)(7)(A) _0_____   (b)(7)(F) _1___

(b)(3) _0____   (b)(7)(B) _0_____   (b)(8) _0___

(b)(4) _2___   (b)(7)(C) _0_____   (b)(9) _0____

(b)(5) _3___   (b)(7)(D) _1_____

4. Other reasons for non-disclosure (total): __0_____

a. no records_0___

b. referrals _0_-_

c. withdrawn _0___

d. fee-related _0___

e. records not reasonably described _0___

f. not a proper request/appeal for some other reason _0__

g. not an agency record _0___

h. duplicate request _0___

i. other (specify): __0__

VII. Compliance with Time Limits/Status of Pending Requests.

A. Median time for processing requests.

Agencies should count days from the time at which a request is "perfected." You may separately report each track of a multi-track system, as well as an "expedited processing" track. Following are examples for obtaining the "median" number: Given 7 requests completed during the fiscal year, aged 10, 25, 35, 65, 75, 80 and 400 days from date of perfection to date of completion, the total number of requests completed during the fiscal year would be 7 and the median age of the completed requests would be 65 days. If there were 6 pending cases aged 10, 20, 30, 50, 120 and 200 days from date of perfection to date of completion, the total

number of requests completed would be 6 and the median age would be 40 days (the average of the 2 middle numbers).

      1. Simple Requests (report only if multi-track processing is used. If not used, report as "N/A").

          a. number of requests processed: _N/A___

          b. median number of days to process: _N/A__

      2. Complex Requests (specify for any and all tracks used).

         a. number of requests processed: __193___

         b. median number of days to process: __9___

     3. Requests accorded expedited processing.

         a. number of requests processed: __0___

         b. median number of days to process: __0___

  B. Status of pending requests (bureaus using multiple tracks may provide number for each track, as well as total).

     1. Number of requests pending at end of FY 2001: __10___
       (Enter this number from line V.A.4.)

     2. Median number of days that such requests were pending as of
       that date: __9___

VIII.   Comparisons with Previous Years (Not required).

IX. Costs/FOIA Staffing.
   A. Staffing levels.
     1. Number of full time FOIA personnel: _1____
     2. Number of personnel with part-time or occasional FOIA duties
       (in total work-years): _2/3____
     3. Total number of personnel (in work-years): _1 2/3___

   B. Total costs (staff and resources combined).
     1. FOIA processing (including appeals): $_123,977.61__
     2. Litigation-related activities (estimated): $_5,000____
     3. Total Costs: $5,000__
     4.   Comparison with previous years. (Not required).

C. Statement of additional resources needed for FOIA compliance. (If no statement needed, enter "N/A")

X.   Fees.

     A. Total fees collected FY 2001: $1,516.61
     B. Percentage of total costs: 1.2%

XI.   FOIA Regulations. (Not for bureaus.)